

SOLICITATION NO. USTDA-06-Q-21-023

WEBSITE ANNOUNCEMENT

Contractor -- Advisory Assistance Services for the Middle East, North Africa and South Asia Regional Office located at U.S. Trade and Development Agency

Opening Date: December 6, 2005

Closing Date: December 28, 2005 due no later than 4:00pm

Scope

The U.S. Trade and Development Agency (USTDA) requests contractor support in its Middle East, North Africa, and South Asia (MENASA) region. The MENASA region requires the assistance of a project analyst to support the Region's program development and the management and administration of ongoing program activities in the region. The deliverable for this contract is a series of interim reports/documentation and a final report that summarizes the research, activities and recommendations mentioned below. A key component of the reports will be recommendations that enable the Regional staff to effectively manage projects and make determinations for follow-up activities, as appropriate, for existing projects in the portfolio. The objective is to provide day-to-day support needed by the region to successfully perform its ongoing program operations.

SOLICITATION: USTDA-06-Q-21-023 Advisory Assistance Services for the USTDA Middle East/North Africa/South Asia Regional Office by an on-site individual is being issued as a RFQ. This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in Federal Acquisition Regulation (FAR) subpart 12.6, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; offers are being requested and a written solicitation will not be issued. Two copies of your offer are due no later than 4:00 p.m., Eastern Time on December 28, 2005 to Contracting Office, U. S. Trade and Development Agency, 1000 Wilson Boulevard, Suite 1600, Arlington, VA 22209-3901. This procurement is a small business set aside with a small business size standard of less than \$6M annual sales under NAICS code 541611. Award is limited to U. S. citizens or non-U. S. citizens lawfully admitted for permanent residence in the United States. The Government's estimate for this procurement does not exceed \$50,000. The Government contemplates award of a labor hour contract. Proposals submitted by email to contract@ustda.gov or by facsimile (703-875-4009) will be accepted. All contractors must be registered in Central Contractor Registration (www.ccr.gov) in order to receive a contract award. For additional information regarding this solicitation, email contract@ustda.gov, telephone calls will not be accepted.

SERVICES AND PRICES: Line Item 1 The U.S. Trade and Development Agency (USTDA) has a need for contractor support in its Middle East, North Africa, and South Asia (MENASA) Regional Program Office. THE OBJECTIVE IS TO PROVIDE DAY-

TO-DAY SUPPORT NEEDED BY THE OFFICE TO SUCCESSFULLY PERFORM ITS ONGOING REGIONAL OPERATIONS.

DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK: Please see the FEDBIZOPS modification to this solicitation.

INSPECTION AND ACCEPTANCE. Leila Aridi Afas has been designated as the Contracting Officers Technical Representative (COTR) for this requirement. All services are subject to the COTRs final approval. All work will be inspected and accepted at USTDAs Office, Arlington, VA.

DELIVERIES OR PERFORMANCE: The performance of this contract shall start within two weeks after the effective date of award and completion is expected within one-year from that date. Performance of this contract shall be on site when work dictates that need, or at other locations in the U.S., and/or the designated host country.

SPECIAL CONTRACT REQUIREMENTS: This solicitation includes the following additional contract requirements and terms and conditions-

CONTRACTOR PERFORMANCE REQUIREMENTS AND KEY PERSONNEL. The contractor shall provide the key personnel listed in its proposal to perform the work. Changes in key personnel may only be made with the Contracting Officers prior written approval. CONTRACT CLAUSES: The Solicitation document and incorporated provisions and clauses are those in effect through FAC 2001-11. The clause at 52.212-5, Contract Terms and Conditions--Commercial Items (available at www.arnet.gov), applies to this acquisition. The following additional clauses are included: FAR 52.228-3, Workmans Compensation Insurance (Defense Base Act); and FAR 52.232-33, Payment by Electronic Funds Transfer Central Contractor Registration. The clause at 52.212-5, Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items, and the following additional clauses are included: FAR 52.219-14, Limitations on Subcontracting; FAR 52.222-1, Prohibition of Segregated Facilities; FAR 52.222-26 Equal Opportunity; FAR 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and other Eligible Veterans; FAR 52.222-36, Affirmative Action for Workers with Disabilities; and FAR 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and other Eligible Veterans..

INSTRUCTIONS/CONDITIONS AND NOTICES TO OFFERORS OR RESPONDENTS: The Provision at Federal Acquisition Regulation 52.212-1, Instructions to Offerors-Commercial (available at www.ustda.gov under DM Solicitation forms), applies to this acquisition with the following addition:

Presentation of technical merit: The offeror will submit a document that describes her/his prior work experience, foreign language skills, computer skills. This information should be in the form of a personal statement that describes the candidates qualifications for this work and that clearly explains how her/his education and/or work experience is relevant to this assignment. This statement will be used by USTDA to evaluate writing and analytical ability as well as interest in the position. Be sure to discuss any education, computer experience, or qualifications in international trade issues related to Middle income and/or Developing countries. Also, discuss your availability/timeframe to start to work. Presentation of technical merit should not exceed (3) pages.

In addition, the contractor shall provide a completed Contractor Employee Biographical Data Sheet, (available at www.ustda.gov), as well as the RFP in its entirety available on the website. EVALUATION FACTORS FOR AWARD: FAR 52.212-2, Evaluation, Commercial Items (available at www.arnet.gov under FAR), is being used. The following factors, in descending order of importance, will be used to evaluate all offers. All

evaluation factors, other than cost or price, when combined, are significantly more important than cost or price.

Relevant Education and Experience; Communication Skills; Computer Skills, and Language Skills.

The Project Analyst-Contractor would primarily assist in:

- C.2.1.** Oral updates to the MENASA region staff regarding the assigned projects;
- C.2.2.** Written reports and memoranda related to assignments, as described above;
- C.2.3.** At the conclusion of the assignment, the Project Analyst will prepare a report that provides recommendations on the management of ongoing projects in the MENASA region. The report will reflect the results of the tasks of project management and oversight of ongoing activities and may address issues such as kickoff meetings, post study briefings, invoicing procedures, grantee follow up, interim reporting, and preparations for post study evaluations.
- C.1.1** Assisting staff with project management and oversight of ongoing activities;
- C.1.2** Performing research on economic and market trends in the MENASA Region;
- C.1.3** Supporting preparation of project and agency documentation, including:
 - Action memoranda
 - Request for Proposals Packages for feasibility studies and technical assistance
 - Federal Business Opportunities announcements
- C.1.4** Conducting country and industry research and due diligence on potential new projects;
- C.1.5** Supporting staff in the evaluation of past and ongoing activities.
- C.1.6** Provide deliverables, including a series of interim reports/documentation and a final report that summarizes the above research, activities and recommendations.

In addition, the contractor shall provide a completed Contractor Employee Biographical Data Sheet, (available at www.ustda.gov).

C.2 Deliverables

The deliverables under this contract may take the form of information, advice, opinions, alternatives, analysis, recommendations, reports, other oral or written work products, and day-to-day support needed for the successful performance of ongoing federal operations. Also, discuss your availability/timeframe to start to work. Presentation of technical merit should not exceed (3) pages. Work is anticipated to start January 2006 at an hourly rate in the low 20s.

The Project Analyst-Contractor shall provide:

- C.2.1.** Oral updates to the MENASA region staff regarding the assigned projects;
- C.2.2.** Written reports and memoranda related to assignments, as described above;
- C.2.3.** At the conclusion of the assignment, the Project Analyst will prepare a report that provides recommendations on the management of ongoing projects in the MENASA region. The report will reflect the results of the tasks of project management and oversight of ongoing activities and may address issues such as kickoff meetings, post study briefings, invoicing procedures, grantee follow up, interim reporting, and preparations for post study evaluations.

**This announcement can be found on FedBizOpps website at www.FedBizOpps.gov.
Select TDA and the solicitation number: USTDA-06-Q-21-023.**